**Activity and Component Schedules:**Health Building Note 03-01  
Supplement 1: Medium and low secure mental health facilities for adults

and

Health Building Note 03-02  
Supplement 1: Medium and low secure mental health facilities for children and young people (CYP)

**Activity and Component Schedule: Low and medium Secure Supplements (Adult)**

|  |  |
| --- | --- |
| Project: | HBN 03-01 Supplement 1 |
| Hospital department | Main entrance |
| Room: | Scan room |

|  |  |
| --- | --- |
| Inclusions | Criteria |
| Considerations | * Provides privacy and dignity to service users being searched/scanned * Supports staff safety in undertaking authorised searches/scans * Local policy to define “prohibited items” * Local policy to determine where prohibited items if found must be stored or disposed of * Local policy to determine requirements for data entry and equipment calibration i.e. small semi-circular work surface/desk, tablet, computer on wheels, or paper forms on clipboard * Local decision whether accessed off, before or after the airlock * Essential that staff undertaking searches are able to contact security and emergency services * Supports a body scan using fixed equipment |
| Activities and requirements | * Locally specified fixed scanner (e.g. metal detector, x-ray scanner). This may be floor- or wall-mounted, undertaking walk-through or standing scans * For staff to conduct an authorised search/scan of a service user and/or visitor, to ensure identify and confiscate any prohibited items * Chairs are not required in this room * Visitors may bring in babies who may be searched and may require a nappy change * Hand washing and hand sanitisation * The specific equipment will be determined by local search and screening policy * Any testing for drugs or alcohol would be undertaken within the designated treatment rooms * For staff to undertake a scan for prohibited items using a fixed scanner * Communicate with other staff or security personnel * Operated 24/7 (medium secure) * Controlled access * Clear line of sight (or CCTV) and intercom communication to the secure reception * Clearly displayed safety signage explaining the function of the scan room * All finishes, furniture and fittings and outlets/sensors to be tamper-proof and minimise the risk of self-harm or damage |
| Personnel | * 1 service user with up to two staff (local policy and activity to determine maximum number) * Local option: consider personal space, adapt size to suit local needs, size stated is a minimum requirement |
| Planning relationships | * Access managed, controlled and overseen by the secure reception/control room * Local options: scan room can be accessed either outside or inside the secure perimeter, or from within the airlock * Access to baby change facilities nearby or within the room |
| Space data | * Minimum ceiling height 3.0m * Minimum area 12sqm |

**Scan room** **Schedule of components**

| Description | Comments |
| --- | --- |
| SECURITY SYSTEMS   * CCTV, cameras or recording devices to be determined by local policy * Presence detection * Door anti-barricade and access control | Requirements to be determined locally |
| COMMUNICATION SYSTEMS   * Security access indicator * Panic alarm button * Audio and video intercom with associated power and data connections * Occupancy sensor and display light | Requirements to be determined locally |
| GENERAL   * Locally specified fixed scanner (e.g. metal detector, x-ray scanner). This may be floor- or wall-mounted, undertaking walk-through or standing scans with associated power, data and screening * Wash-hand basin: anti-ligature assembly including sensor taps, associated secure IPS (integrated plumbing system), dispensers (paper towel and soap) and bins aligned with local infection prevention and control (IPC) policy * Disposable glove dispenser wall-mounted * Wall-mounted hand sanitiser dispenser with catch lip * Portable hand-held security search wand/scanning device with associated holder, charging and accessories * Wall-mounted lockable single cupboard * Wall-mounted fold-down baby change unit * Mirror wall-mounted * Cleaner’s single power socket wall-mounted between 250-450mm above finished floor level * Fixed bench seat * Clock, wall-mounted, synchronous with second sweep hand with associated connection unit (power and data) * Plastic-lidded container for prohibited items * Data entry i.e. small semi-circular work surface/desk, tablet, computer on wheels, or paper forms on clipboard | Local policy |
| ENVIRONMENTAL CONTROLS   * Controlled environment using air quality, light, heat and humidity sensors |  |

**Activity and Component Schedule: Low and medium Secure Supplements (Adult and CYP)**

|  |  |
| --- | --- |
| Project: | HBN 03-01 Supplement 1 and HBN 03-02 Supplement 1 |
| Hospital department | Main entrance |
| Room: | Secure reception |

|  |  |
| --- | --- |
| Inclusions | Criteria |
| Considerations | * Combined reception/control room. Local option: control room can be separate and must be within the secure line, to create a calmer reception and greater security resilience. Determined by level of security, staffing and operational policy * Local consideration of procedural policy regarding on-hand visual oversight of vehicle airlock * Numbers of personnel determined by unit size (example based on an adult 90-bed medium secure unit with a 4-place combined reception/control room). Adjust to suit scale and type of development * Staff entry may be supported by an automated system (e.g. biometric); this should be monitored and controlled, with an override facility from the control room * Separate/dedicated locking suite to prevent unauthorised access * Acoustic privacy should be maintained * The reception component should be obvious, well-located in relation to the entrance and approach, welcoming and attractive in appearance, with consideration given to the incorporation of natural materials, lighting, signage and artwork * Split-level desk to comply with Approved Document M of the Building Regulations and accommodate wheelchair-users * First-aid/defibrillation equipment * Local policy to determine equipment required for visitor booking-in process |
| Activities and requirements | * Operated 24/7 (medium secure) * Clear line of sight and audible communication to the main entrance, lobby and airlocks * All visitors, service users and staff will report to and register/sign-in at the reception desk (staff access and egress may be automated). Visitor passes/badges will be issued and returned to the reception along with any visitors’ locker keys. Systems should be in place to prevent any items issued from reception leaving the facility * Reception staff will oversee and control entry and egress through both the visitor/service user airlock and the staff airlock * Undertake reception and administrative duties and control personnel access and egress * Monitor locally specified systems (computer-based and/or alarm panels) including perimeter and internal security systems and alarms, access control, fire, nurse call, staff attack alarms, etc. * Monitor, operate and control CCTV systems (ensuring screens meet privacy requirements) * May be monitored by CCTV (local decision) * Monitor and control vehicle access to the vehicle airlock/delivery yard/service area * Computer workstations with multiple screens and systems interface are used * Telephone enquiries may be dealt with (local decision) * Glazed secure screens with appropriate audible communication including hearing loop |
| Personnel | * 4 x staff |
| Planning relationships | * Located within the secure perimeter * Oversee (clear sight-line of) the main entrance draught lobby, associated waiting area, visitor lockers and visitor WC access * Oversee access to the staff change area (if located outside the secure line) * Manage access through the service user/visitor airlock (and if applicable sight-line to access to search room off airlock) * Manage access through the staff airlock (and if applicable the staff alarm/key pick-up space) * Access and egress must be from within the secure perimeter via staff only lobby (this can be the staff alarm/key pick-up space but not the staff airlock) * Direct access to dedicated staff WC * Direct access to dedicated beverage bay |
| Space data | * Minimum ceiling height 2.7m (staff only accessible room) * **Area 26sqm in Adult units and 18sqm in CYP units** |

**Secure reception** **Schedule of components**

| Description | Comments |
| --- | --- |
| SECURITY SYSTEMS   * Access control (both airlocks and the main entrance) * Video and audio intercom entry control to entrance draught lobby * Secure key cabinet (selected to suit local policy and system) with associated power, IT and security * Key/fob/card pressing/programming for access control * Hard-copy manuals and storage for resilience and emergency planning/back-up * 4 hard-wired push-button security alarm points, in addition to staff attack alarm coverage | Requirements to be determined locally |
| COMMUNICATION SYSTEMS   * Policy radios, charging and racks required with associated power and data outlets * Induction loop unit and associated power * Telephones with associated power and data connections | Requirements to be determined locally |
| GENERAL   * Cleaner’s single power socket wall-mounted between 250-450mm above finished floor level * Confidential waste holder i.e. for shredding (dependent on paper-free policy) * 4 wastepaper bins * Small stationery storage cabinet, lockable * Associated trunking for power and data throughout Note: a number of monitors/screens may be high level |  |
| WORKSTATIONS   * Continuous worktop to accommodate 4 workstations min 850D (local decision on whether double or triple monitors) with associated supports, trunking, cable management system, data and IT points [quantity of power and data is a project option, minimum 2 double-sockets per workstation (local decision with regard to integrated USB outlets), data outlet provision to be advised by IT] * 4 drawer units, on castors, multi-drawer notional 600H 500W 500D * 4 workstation/desk chairs, adjustable, swivel with arms, high back and head support on castors * Clock, wall-mounted, synchronous with second sweep hand with associated connection unit (power & data) * Security and alarm system screens, to be locally determined, sited to prevent overlooking. Likely to be multiple large screens with associated power and data outlets * Computer hardware requirements to be determined locally including central processing units (CPUs), screens, keyboards, telephones, etc. * Scanner/printer requirements to be determined locally in accordance with paper-free environment |  |
| ENVIRONMENTAL CONTROLS   * Light switches * Temperature and humidity control |  |

**Activity and Component Schedule: Low and medium Secure Supplements (Adult and CYP)**

|  |  |
| --- | --- |
| Project: | HBN 03-01 Supplement 1 and HBN 03-02 Supplement 1 |
| Hospital department | Main entrance |
| Room: | Search room |

|  |  |
| --- | --- |
| Inclusions | Criteria |
| Considerations | * Provides privacy and dignity to service users being searched * Supports staff safety in undertaking authorised searches * Local policy to define “prohibited items” * Local policy to determine where prohibited items if found must be stored or disposed of * Local decision whether accessed off, before or after the airlock (the Department of Health’s (2011) ‘Environmental Design Guide: adult medium secure services’ suggests a search area beyond the airlock before entry to patient areas) * Essential that staff undertaking searches are able to contact security and emergency services * Local policy to determine whether biometric identification and access controls is needed |
| Activities and requirements | * For staff to conduct an authorised search of a service user and/or visitor, to ensure identify and confiscate any prohibited items * Room occupants may be seated or standing * Visitors may bring in babies who may be searched and may require a nappy change * Hand washing and hand sanitisation * The specific equipment will be determined by local search and screening policy * Any testing for drugs or alcohol would be undertaken within the designated treatment rooms * For staff to observe, undertake, monitor and document the search undertaken * Communicate with other staff or security personnel * Operated 24/7 (medium secure) * Controlled access * Clear line of sight (or CCTV) and intercom communication to the secure reception * Clearly displayed safety signage explaining the function of the search room * All finishes, furniture and fittings and outlets/sensors to be tamper-proof and minimise the risk of self-harm or damage |
| Personnel | * 1 service user with up to two staff (local policy and activity to determine maximum number) * Local option: consider personal space, adapt size to suit local needs, size stated is a minimum requirement |
| Planning relationships | * Access managed, controlled and overseen by the secure reception/control room * Local options: search room can be accessed either outside or inside the secure perimeter, or from within the airlock. * No other rooms (other than search room) should be accessed from the service user/visitor airlock * Access to baby change facilities nearby or within the room. |
| Space data | * Minimum ceiling height 3.0m * Minimum area 12sqm |

**Search room** **Schedule of components**

| Description | Comments |
| --- | --- |
| SECURITY SYSTEMS   * May include biometric identification and access controls * CCTV, cameras or recording devices to be determined by local policy * Presence detection * Door anti-barricade and access control | Requirements to be determined locally |
| COMMUNICATION SYSTEMS   * Security access indicator * Panic alarm button * Audio and video intercom with associated power and data connections * Occupancy sensor and display light | Requirements to be determined locally |
| GENERAL   * Wash-hand basin: anti-ligature assembly including sensor taps, associated secure IPS, dispensers (paper towel and soap) and bins aligned with local IPC policy * Disposable glove dispenser wall-mounted * Wall-mounted hand sanitiser dispenser with catch lip * Portable hand-held security search wand/scanning device with associated holder, charging and accessories * Wall-mounted lockable single cupboard * 2 easy chairs * Wall-mounted fold-down baby change units * Mirror wall-mounted * Cleaner’s single power socket wall-mounted between 250-450mm above finished floor level * Clock, wall-mounted, synchronous with second sweep hand with associated connection unit (power and data) * Plastic-lidded container for prohibited items * Local policy to determine requirements for data entry i.e. small semi-circular work surface/desk, tablet, computer on wheels, or paper forms on clipboard |  |
| ENVIRONMENTAL CONTROLS   * Controlled environment using air quality, light, heat and humidity sensors |  |

**Activity and Component Schedule: Low and medium Secure Supplements (Adult and CYP)**

|  |  |
| --- | --- |
| Project: | HBN 03-01 Supplement 1 and HBN 03-02 Supplement 1 |
| Hospital department | Main entrance |
| Room: | Staff alarm/Key pick-up |

|  |  |
| --- | --- |
| Inclusions | Criteria |
| Considerations | * Space dependent on size of facility/number of staff – key banks, charging racks, etc. * Local policy whether this function is managed by reception or security staff, based in the secure reception or a dedicated security room * Staff entry will be controlled and monitored, this may be supported by an automated system (e.g. biometric) with an override facility from the control room * Staff personal alarm and “key” management and control process and requirements to be determined locally, this may be through biometrically accessed dispensing and receipt units * Controlled access may be provided to the secure reception/control room * Management and control of staff personal mobile phones determined by local operational policy * Communication function/intercom with secure reception/security personnel to respond to any queries/difficulties in accessing * Local policy to determine whether staff lockers for “prohibited items” i.e. mobile phones are required within this area. Note the suggested room area does not include space for staff lockers * Local option if staff airlock combined with staff alarm/key pick-up (flows and capacity should be considered while maintaining security of access and egress, particularly at peak times) * Anti-passback and fob tracking should be incorporated into the design of the key-handling system in order to prevent anyone leaving the site with keys. The aim is to ensure that access and egress is controlled and that no unauthorised egress is possible through the observed spaces that make up the secure reception, key pick-up and airlock areas. Key loss should be prevented by the effective tracking of key authorisation and allocation |
| Activities and requirements | * Operated 24/7 (medium secure) * All authorised staff will access the unit via the staff alarm/key pick-up room via the staff airlock * Access and egress managed and controlled * Local option: CCTV coverage and presence detection * No other rooms (other than the secure reception) should be accessed from the staff alarm/key pick-up room * Clearly displayed policy and security signage * To collect and return authorised access control fob/card/key * To collect and return authorised staff personal alarm (may include integral communication function) and/or communication device (e.g. pager, radio) * Charging and monitoring of access control fobs/cards/keys * Charging and monitoring of staff personal alarm (may include integral communication function) and/or communication device (e.g. pager, radio) |
| Personnel | * Up to 5 staff (local policy and activity to determine maximum number) |
| Planning relationships | * Accessed via the main entrance staff airlock onto the secure unit |
| Space data | * Minimum ceiling height 2.7m * Minimum area 16sqm |

Staff alarm/Key pick-up **Schedule of components**

| Description | Comments |
| --- | --- |
| SECURITY SYSTEMS   * Door access control * CCTV * Presence detection * Alarm detection to prevent any unit keys/fobs, staff personal alarms leaving the secure unit * Panic alarm button | Requirements to be determined locally |
| COMMUNICATION SYSTEMS   * Security access indicator and alarm (keys/fobs, staff personal alarms) alert * Audio and video intercom with associated power and data connections linked to secure reception and/or security office * Signage * Telephone * Local option: unit status or information display screen may be included with associated power and data | Requirements to be determined locally |
| GENERAL   * Quantity and type of key/charger cabinets and associated power and data to be assessed when type and quantity of dispensing units are confirmed * Cleaner’s single power socket wall-mounted between 250-450mm above finished floor level * Clock, wall-mounted, synchronous with second sweep hand with associated connection unit (power and data) * No loose furniture within the staff alarm/key pick-up room |  |
| ENVIRONMENTAL CONTROLS   * Controlled environment using air quality, light, heat and humidity sensors |  |

**Activity and Component Schedule: Low and medium Secure Supplements (Adult and CYP)**

|  |  |
| --- | --- |
| Project: | HBN 03-01 Supplement 1 and HBN 03-02 Supplement 1 |
| Hospital department | Main entrance |
| Room: | Carer/advocate information support hub |

|  |  |
| --- | --- |
| Inclusions | Criteria |
| Considerations | * Local decision informed by carer feedback as to whether this should be outside or inside of the secure line, responding to stakeholder feedback and opportunity for carers to meet and support each other, often travelling some distance to visit * May be located within the main entrance foyer or the visiting area * Acoustic privacy should be maintained * This room should be well-located and easily accessed, welcoming and attractive in appearance, with consideration given to the incorporation of natural materials, amenity lighting and artwork |
| Activities and requirements | * Space for carers and/or advocates to relax, meet, share and access information (electronically and/or hard copy) * May be supported by authorised volunteers * Local option: open access or access control * Clearly displayed information * All finishes, furniture and fittings and outlets/sensors to be tamper-proof and minimise the risk of self-harm or damage |
| Personnel | * Up to 3 (local policy, unit scale and activity to determine maximum number and therefore room size) * Local option: consider personal space, adapt size to suit local needs, size stated is a minimum requirement |
| Planning relationships | * Within the visiting area/hub * Within easy access of a WC and kitchen/beverages |
| Space data | * Minimum ceiling height 3.0m * Minimum area 15sqm |

Carer/advocate information support hub **Schedule of components**

| Description | Comments |
| --- | --- |
| SECURITY SYSTEMS   * Presence detection * Panic alarm button * Unit personal attack alarm coverage | Requirements to be determined locally. |
| COMMUNICATION SYSTEMS   * Public WiFi determined by the healthcare provider and security policy * Telephone with associated power and data connections * Computer access to be determined locally (single fitted unit incorporating CPU terminal, screen and keyboard included within indicative components schedule) * Signage | Requirements to be determined locally |
| GENERAL   * Bookcase (3 shelves) * Leaflet rack wall-mounted (number and size to be determined locally) * 3 comfortable lounge-style seats i.e. tub chair * 2 stacking chairs * Table, occasional round 600mm diameter * Single fitted unit incorporating CPU terminal, screen and keyboard with associated power and data outlets * 1 workstation/desk chair, adjustable, swivel with arms, high back and head support on castors * Cabinet, tambour unit with double doors, lockable * Cleaner’s single power socket wall-mounted between 250-450mm above finished floor level * Power outlets (USB local policy) for charging laptops, mobile phones, smart tablets, etc. * Clock, wall-mounted, synchronous with second sweep hand with associated connection unit (power and data) * 1 wastepaper bin (dependent on local recycling policy) * Artwork wall-mounted |  |
| ENVIRONMENTAL CONTROLS   * Ability to adjust lighting levels, temperature and ventilation * Openable secure window |  |

**Activity and Component Schedule: Low and medium Secure Supplements (Adult and CYP)**

|  |  |
| --- | --- |
| Project: | HBN 03-01 Supplement 1 and HBN 03-02 Supplement 1 |
| Hospital department | Main entrance |
| Room: | Service user/visitor airlock |

|  |  |
| --- | --- |
| Inclusions | Criteria |
| Considerations | * Provides enhanced security and controlled access * Access is monitored and controlled from the secure reception/control room * Prohibited items (visitors) should be stored in lockers provided within waiting area before accessing the airlock |
| Activities and requirements | * Operated 24/7 (medium secure) * All authorised visitors and service users will access the unit via the airlock (unless accessing via the secure vehicle airlock) * Only one door will open at a time, security controlled and linked * Clear line of sight (or CCTV) and audible communication to the secure reception * Reception staff will oversee and control entry and egress * Acoustic privacy should be maintained between the airlock and reception/control room, with audible controlled communication via glazed secure screen/hatch including hearing loop * Local options: search room can be accessed either outside or inside the secure perimeter, or from within the airlock. * No other rooms (other than search room) should be accessed from the service user/visitor airlock * Local policy safety and security protocols will determine whether visitors are issued with personal attack alarms * Clearly displayed safety signage explaining the function of the airlock * All finishes, furniture and fittings and outlets/sensors to be tamper-proof and minimise the risk of self-harm or damage * To accommodate ambulance-style trolley/stretcher in the event of vehicle airlock failure |
| Personnel | * Up to 3 i.e. service user with two staff (local policy and activity to determine maximum number) * Local option: consider personal space, adapt size to suit local needs, size stated is a minimum requirement |
| Planning relationships | * Access managed, controlled and overseen by the secure reception/control room * Provides a portal between the main foyer/waiting area and the secure unit |
| Space data | * Minimum ceiling height 3.0m * Minimum area 12sqm |

Service User/Visitor Airlock **Schedule of components**

| Description | Comments |
| --- | --- |
| SECURITY SYSTEMS   * CCTV * Presence detection * Linked door access control | Requirements to be determined locally |
| COMMUNICATION SYSTEMS   * Security access indicator * Panic alarm button * Audio and video intercom with associated power and data connections * Induction loop glazed screen/hatch to secure reception * Signage | Requirements to be determined locally |
| GENERAL   * Cleaner’s single power socket wall-mounted between 250-450mm above finished floor level * Secure glazed screen/hatch to the secure reception * Clock, wall-mounted, synchronous with second sweep hand with associated connection unit (power and data) * No furniture within the airlock |  |
| ENVIRONMENTAL CONTROLS   * Controlled environment using air quality, light, heat and humidity sensors |  |

**Activity and Component Schedule: Low and medium Secure Supplements (Adult and CYP)**

|  |  |
| --- | --- |
| Project: | HBN 03-01 Supplement 1 and HBN 03-02 Supplement 1 |
| Hospital department | Main entrance |
| Room: | Staff airlock |

|  |  |
| --- | --- |
| Inclusions | Criteria |
| Considerations | * Provides enhanced security and controlled access * Access is monitored and controlled from the secure reception/control room * Local option if staff airlock combined with staff alarm/key pick-up (flows and capacity should be considered whilst maintaining security of access and egress, particularly at peak times) * Management and control of staff personal mobile phones determined by local operational policy * Staff entry may be supported by an automated system (e.g. biometric), this should be monitored and controlled, with an override facility from the control room. |
| Activities and requirements | * Operated 24/7 (medium secure) * All authorised staff will access the unit via the staff airlock * Only one door will open at a time, security controlled and linked * Clear line of sight (or CCTV) and audible communication to the secure reception * Reception staff will oversee and control entry and egress * Acoustic privacy should be maintained between the airlock and reception/control room, with audible controlled communication via glazed secure screen/hatch including hearing loop * Local options: staff search room can be accessed either outside or inside the secure perimeter, or from within the airlock. * No other rooms (other than staff search room) should be accessed from the staff airlock * Clearly displayed safety signage explaining the function of the airlock |
| Personnel | * Up to 4 staff (local policy and activity to determine maximum number) * Local option: to combine staff airlock with staff alarm/key pick-up, size stated is a minimum requirement |
| Planning relationships | * Access managed, controlled and overseen by the secure reception/control room * Provides a portal between the main foyer/waiting area and the secure unit, via the staff alarm/key pick-up |
| Space data | * Minimum ceiling height 3.0m * Minimum area 12sqm |

Staff Airlock **Schedule of components**

| Description | Comments |
| --- | --- |
| SECURITY SYSTEMS   * Biometric identification and access controls * CCTV * Presence detection * Linked door access control * Alarm detection for any unit keys/fobs/cards which should remain on the secure unit | Requirements to be determined locally |
| COMMUNICATION SYSTEMS   * Security access indicator * Panic alarm button * Audio and video intercom with associated power and data connections * Induction loop glazed screen/hatch to secure reception * Signage | Requirements to be determined locally |
| GENERAL   * Cleaner’s single power socket wall-mounted between 250-450mm above finished floor level * Secure glazed screen/hatch to the secure reception * Clock, wall-mounted, synchronous with second sweep hand with associated connection unit (power and data) |  |
| ENVIRONMENTAL CONTROLS   * Controlled environment using air quality, light, heat and humidity sensors |  |